



JONES COUNTY CIVIC CENTER

P.O. BOX 266

TRENTON, NC 28585

252-448-5111

Total Cost _____

This agreement, made and entered into this _____ day of _____, _____
by and between the COUNTY OF JONES, by its Civic Center Director and
_____ whose address is _____

RENTED SPACE

_____ Entire Facility-----\$900
_____ Small Audit-----\$300
_____ Large Audit-----\$600
_____ Small Conference Rm---\$100
_____ Sign Fee ----- \$ 40
_____ Kitchen w/other space----\$25
_____ Alcohol-----\$100

MICROPHONE EQUIPMENT RENTAL

_____ 1-Directional mic w/ 20' cord & stand
_____ 1-Wireless remote mic (hand held)
_____ 1-Wireless remote tie-collar mic w/belt clip

Rental cost \$20 per day (one microphone)

\$5 for each additional microphone.

This fee covers security services of one officer for 5 hours, or more if the event goes over 5 hours. Renter is responsible for acquiring a Limited Special Occasion Permit from the NC ABC Commission. (See Alcohol Permit page)

_____ Rehearsals the day before an event ----- \$100

This contract is with the understanding that renter shall have the right to ingress and egress through the halls and corridors of such building, **but acquires hereby no right to any other part of the building than the part specified.**

RENTAL DATE _____

For the purpose of renter's event(s), use of rented space shall be ready for occupancy on _____ (SET-UP TIME) a.m./p.m. and shall end at _____ a.m. _____ p.m. _____

If renter remains on premises after 1:00 a.m., an additional surcharge of \$50 shall be required.

DESCRIPTION OF EVENT:

TYPE OF EVENT/ORGANIZATION _____

DETAILED PURPOSE OF EVENT _____

CONTACT AND RESPONSIBLE PERSON _____ (signature)

ADDRESS _____ **PHONE** _____

In order to receive a deposit refund, all trash must be placed in dumpster located outside near the front parking lot and all instructions must be followed as outlined on page 8 of your contract.

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ALCOHOL PERMIT

☐ YES ☐ NO Do you plan to allow alcoholic beverages to be consumed at your function? This includes any of the following:

Beer

Wine

Liquor

Brown Bagging

Because I am requesting permission to use alcohol during my event, I have received an explanation for alcohol usage at the Jones County Civic Center. I agree to provide the director with a copy of the alcohol-use permit prior to the event if alcohol is to be sold during said event.

<http://reports.abc.nc.gov/uploads/resources/699ad26caee442c0b88d64979557a738.pdf>

If alcohol will be served, but not sold, renter must agree to provide information for a Limited Special Occasion Permit, as well as agree to pay for security for a minimum of 5 hours @ \$20 per hour.

Permit must be available for viewing at event. If checked, and permit is not available, renter will forfeit their deposit. Initial

IN WITNESS WHEREOF, COUNTY AND RENTER have executed this agreement.

BY: RENTER

BY: CIVIC CENTER DIRECTOR

DATE:

MICROPHONE RENTAL

COST: \$20 FOR THE FIRST MICROPHONE

\$5 FOR EACH ADDITIONAL MICROPHONE

BASIC EQUIPMENT

Small Auditorium

☐ **1-DIRECTIONAL MIC. W/ 20' CORD AND STAND**

☐ **1-WIRELESS REMOTE MIC (HAND HELD)**

☐ **1-WIRELESS REMOTE TIE-COLLAR MIC W/BELT CLIP**

Podium ☐ **yes** ☐ **no**

Total Due _____

I understand that I am fully responsible for the care of the above equipment during my rental of the Civic Center. I further understand that I will be held responsible for all cost associated with repairs or replacement of any lost or damaged equipment due to neglect or misuse by any persons present during my scheduled event.

Signature _____

Professional Sound & Lighting Equipment

(Large Auditorium Only)

Rental cost: \$200 per day

Microphones: hand held☐**, 20' cord w/ stand**☐**, mic**
w/belt☐

Podium☐**yes**☐**no**☐

Total due_____

I understand that I am fully responsible for the care of the above equipment during my rental of the Civic Center. I further understand that I will be held responsible for all cost associated with repairs or replacement of any lost or damaged equipment due to neglect or misuse by any persons present during my scheduled event.

Signature_____

***Any use of lights (other than room lights such as on stage) or using the sound booth for any reason, will be at a cost of \$200*.**

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Deposit

An initial deposit is required in order to schedule your event (deposit equals to ½ of rental fee). The deposit will be in addition to the entire rental rate for the area requested. The deposit will be refunded (less required fees) within 30 days after the scheduled event if the rental areas are left in approximately as good condition as when received for use. If areas are not left in approximately as good condition as when received, the initial deposit will be applied towards the expense of cleaning and/or repairs or replacement.

Cancellation

Prior to the 10th day of an event all fees less the deposit will be refunded.

Any event that is cancelled less than 10 days prior to the event, renter shall forfeit all fees.

Booking an Event

Events are not booked until deposit has been paid, and a completed contract has been received. All fees must be paid 10 business days prior to your event.

If an event is booked less than 10 business days, all fees are due at the time of booking. Contract signing is due at this time.

All county funded agencies shall pay one-half the rental rate and no deposit.

Room Square Footage and Fire Occupancy Load Capacity

Large Auditorium #1	11,644 Sq. Ft.	Capacity	900-1200	\$600
Small Auditorium #2	3,600Sq. Ft.	Capacity	200-300	\$300
Sm. Meeting Room #3	480 Sq. Ft.	Capacity	20-30	\$100

Kitchen (w/other space) \$25

Entire building \$900

All rented space(s) will also include a deposit equal to ½ the rental fee.
SIGNATURE

FACILITY CARE AND MAINTENANCE DURING AND FOLLOWING RENTAL OF CIVIC CENTER

In making the Jones County Civic Center available for public use, it is understood that each person, persons, or organization utilizing the facility shall assume responsibility for the care and maintenance of the property, building, furnishings and equipment during and immediately following each use. Property is to be restored to the condition it was found upon arrival.

I AGREE TO BE RESPONSIBLE FOR THE FOLLOWING:

1. Wipe off all tables and chairs.
2. Empty **all** trash cans including those in bathrooms and kitchen
3. Place all trash in **outside dumpster located in front parking lot.**
4. Leave furnishing and equipment as found.
5. Clean all **spots, stains and spills.**
6. Make sure **all** toilets are flushed, **men and women.**
7. Rinse **all** sinks.
8. Wipe off counter tops.
9. Check grounds for trash and debris.
10. Turn off **all** lights.
11. Cleaning of the Civic Center before leaving the building after the activity. Please do not leave with the intentions of returning the next morning to clean up.

All facility care and maintenance guidelines must be followed in order to receive a deposit refund. Jones County and /or employees are not responsible for items left in rented space (s).

CONTACT PERSON'S SIGNATURE_____

Rental Restrictions

1. Functions where tickets are sold to the public for admission are not permitted
2. Private dances - dances are permitted where guests are given personal invitations at no charge.
3. Decorations are not to be stapled, tacked, nailed, or otherwise affixed to the walls or the ceiling. Any/all decorations used in the facility are to be removed by the renter immediately after the event.
4. Smoking is not permitted in the Civic Center. Gambling is not permitted in any form.
5. **Renter must be 21 years of age older.** The person completing the rental agreement must be at least 21 years of age and must be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event. All minors must be supervised by adults at all times.
6. All State and Local Fire Codes must be observed in addition to any City Codes and Ordinances.
7. There is very little storage space at the Civic Center. All decorations, sound and catering equipment, etc. must be removed from the premises immediately after the event.
8. Tables and chairs must be returned to their original positions. Under no circumstances should the renter "drag" any of these items across the floor of the facility.
9. The Occupancy Load for this building has been set by the State Fire Marshall and is posted in this contract. Any violation of this code and any fines, fees, or forfeitures as a result of such violations, is the sole responsibility of the renter.
10. All activities must end and building vacated by 1:00AM.
11. Exceptions to these restrictions can be considered on a case-by-case basis by the Civic Center Director.

Violations of this Contract

Renter hereby agrees that this contract signifies the entire contract between the renter and the Jones County Civic Center. The renter acknowledges that the County may charge additional fees, as appropriate, should this contract be violated in any regard or should the Civic Center not be returned in the condition found prior to the event. Renter hereby acknowledges that the Civic Center includes not only the primary structure, but also the parking lot, air conditioning unit, and any other fixture associated with the Civic Center.

Renter Signature

Date

A copy of Driver's License or photo ID must be provided by the renter.

Payment Information

Deposit Paid _____ Date _____

Balance Paid _____ Date _____

Amount Refunded _____ Date Refunded _____

**I, _____, do hereby certify
that I have received a copy of the above contract.**

**Signed, this _____ day of _____,
20____.**



JONES COUNTY CIVIC CENTER RENTAL REFUND

_____ is eligible for a full / partial
refund in the amount of \$_____ for the security deposit put up for the
rental of the Jones County Civic Center.

(address)

Date _____ Mail _____ Hold for pickup _____

Melanie Danza _____